


6 April 1982

MEMORANDUM FOR: CRD Personnel

FROM:

  
Chief, Classification Review Division

STAT

SUBJECT: Minor Changes to Existing CRPs

1. Listed below are the pen and ink changes which are required to update or correct existing CRPs: (please mark accordingly)

a. CRP 79-16: Add "CRP 80-5" to the list of references in the upper right-hand corner of the first page. Also, at the end of paragraph 2, add "See DOs and DON'Ts security precautions in CRP 80-5."

b. CRP 79-39: Delete the first and last sentence of paragraph 1 and the reference (78-23) because it was rescinded by CRP 80-4.

c. CRP 80-3: Add the following sentence to paragraph 2 -- "Place the job/box/folder locator stamp on the front of each folder."

d. CRP 80-4: On the fourth line of paragraph 1 j., change from "leave blank" to "draw a line."

e. CRP 80-15: In the upper left-hand corner of page 1, change "Reference: 79-3" to "Rescinds: 79-3."

2. Any question concerning the above changes should be referred to a branch CRP Team representative.

STAT



Distribution:

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